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realistically based statement of major barriers to organizational excellence, the underlying causes, and suggested steps toward removing the barriers.

✓ b. We are arranging discussions this summer with officials at Malmstrom Air Force Base, Montana, and the Manned Spacecraft Center, Houston. At Malmstrom our efforts will be directed toward assisting in the planning for our first visit (MEDC #25) to that installation, a visit which we hope will provide insights to and understanding of the ABM system as well as the type of coverage of the Minuteman system which we have been getting at Warren AFB in Cheyenne. At Houston our objective is to encourage a strengthening of the usual briefings and tour of the facilities in preparation for the visit of MEDC #26.

3. AM(P) and SMS(P)

25X1A9a

We have received a letter, dated 2 July 1970, from [REDACTED] 25X1A9a  
[REDACTED] saying that the FY 1971 contract with [REDACTED] has been 25X1A5a1  
signed and returned to the Contracting Officer.

B. ADMINISTRATIVE TRAINING

1. GENERAL

25X1A9a

Messrs. [REDACTED] are attending the Instructor Training Course which began on Monday, 6 July.

2. CLERICAL TRAINING

During the second half of FY 70, Clerical Training has received several requests for special training designed to the needs of particular groups: NPIC requested and received special refresher typing courses for their personnel [REDACTED] the Central Reference Service has asked for a special course in typing which we have tentatively agreed to give in the late fall and as recently as this week we received a request from TSD for refresher training in grammar and punctuation for a senior secretary which was quickly modified in favor of "a special course in English usage for

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TSD clericals" - we suggested the fall or the alternative of the Civil Service Commission's, Effective English, course; the July and August runnings. These requests provide reinforcement for the trends toward tailored training designs for special requests.



Chief, Support School

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C/SUS/TR: [REDACTED]:jmd/3356 (10 July 70)

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